

Notice No.: 99-002

Date: January 15, 1999

Applies to: All Employers

Subject: DRS is Moving to a New Location in January

Department of Retirement Systems' offices consolidating

Currently, the Department of Retirement Systems' (DRS) is located in three different buildings in Olympia. In January 1999, DRS will be consolidating all of its operations into a single facility located in Tumwater. The new facility will enable DRS to enhance its service to customers by creating:

- one-stop availability of all DRS functions and services;
- interview rooms allowing retirees and benefits specialists to discuss concerns and issues privately;
- a larger, more customer oriented lobby;
- convenient visitor parking; and
- easy freeway access to the new facility.

Here's how to reach us

The mailing address will remain the same, P.O. Box 48380, Olympia, Washington, 98504-8380. The building is located in the Point Plaza West development, 6825 Capitol Boulevard in Tumwater. Although DRS will have new telephone numbers, employers can still call 1-800-547-6657 or (360) 709-4700 until January 29. Beginning February 1, the local telephone number will change to (360) 664-7000. To provide a minimal interruption of service, all existing telephone numbers will have a recorded message that gives the caller the new number of the person they are trying to contact. The new telephone numbers will be published in a future addition of the Retirement Outlook, DRS Notice and the *DRS Employer Handbook*.

Driving directions to the new location

From the North

- Take I-5 south to Exit 101.
- Turn left at the light on to Airdustrial Way, going back over the freeway.
- Turn left on Capitol Boulevard
- Drive approximately 1/2 mile.
- The DRS building is located on the left-hand side of Capitol Boulevard.

From the South

- Take I-5 north to Exit 101.
- Turn right on Airdustrial Way.
- Turn left on Capitol Boulevard.
- Drive approximately 1/2 mile.
- The DRS building is located on the left-hand side of Capitol Boulevard.

Site is easily accessible

The site, located between Dennis Street and Israel Road, is easily accessible from I-5 and Capitol Way and has a convenient bus stop directly in front of the building. A new and improved telephone system will provide better communications between customers and DRS employees.

Dates of move

DRS is endeavoring to make the move as seamless as possible for members and employers. The Department will begin the move process for the Administrative Services, Deferred Compensation Program, Employer Support Services and Information Services functions on Friday, January 22, 1999. The move for these areas will be completed by Monday, January 25. The Executive Management and Retirement Services functions will move on the following Friday, January 29, with this move scheduled for completion by February 1. DRS planned both moves to allow for a minimal interruption of service.

Questions?

If you have questions regarding the information in this Notice, please contact Employer Support Services at (360) 753-8696 or call our toll free line, 1-800-547-6657.

This Notice can be accessed on the DRS Web site at <http://www.wa.gov/DRS/employer>.

John F. Charles
Director

1999 DRS Notices

For a copy of a Notice, call (360) 586-0052 or 1-800-547-6657, or
access on the DRS Web site at <http://www.wa.gov/DRS/employer>.

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99-001	PERS, LEOFF, WSPRS and JRS Employers Members' Annual Statements and Sequencing Information
99-002	All Employers DRS is Moving to a New Location in January